

CALL TO ORDER

The meeting was called to order by President Monin at 6:00 p.m.

Present: Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio and Mrs. Roseum.

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; and Administrative Assistant Trisha Lastoria. WEPL staff present: Carol Tuttle, Deb Mullen, Brian Campbell and Tom Johnson.

Absent: Mr. Buttari and Mr. Foisel

Additions to the agenda: *no additions*

Citizen's Comment: *no comments*

Mr. Monin presented the following minutes:

- November 15, 2021 Buildings and Finance Committee Meeting
- November 15, 2021 Regular Meeting of the Board of Trustees
- December 13, 2021 Special Meeting of the Board of Trustees

MOTION 113-21

Mrs. Petruccio moved and Mrs. El-Khoury seconded that the following minutes be approved as presented.

- November 15, 2021 Buildings and Finance Committee Meeting
- November 15, 2021 Regular Meeting of the Board of Trustees
- December 13, 2021 Special Meeting of the Board of Trustees

On roll call the following vote was cast: Mr. Buttari, "Absent", Mrs. El-Khoury "Yes"; Mr. Foisel "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum "Yes". Motion carried.

MOTION 114-21

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board accept the bonds for the Fiscal Officer at \$75,000 and the Administrative Assistant at \$25,000 for 2022.

On roll call the following vote was cast: Mr. Buttari, "Absent", Mrs. El-Khoury "Yes"; Mr. Foisel "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum "Yes". Motion carried.

Ms. Lastoria administered the oath of office for Fiscal Officer to Ms. Simmons.

Mr. Mackey presented the Slate of Officers for 2022.

MOTION 115-21

Mrs. Roseum moved and Mrs. El-Khoury seconded that the Board approve the nominating report as presented:

President: Mrs. Petruccio
Vice-President: Mr. Mackey
Secretary: Mrs. El-Khoury

2022 Committee members:

Audit Committee: Mrs. Roseum **-Chair**, Mr. Buttari, Mrs. El-Khoury, Paul Tyler (citizen)

Buildings Committee: Mr. Monin **-Chair**, Mr. Buttari, Mr. Foisel

Finance and Planning: Mr. Foisel **-Chair**, Mr. Mackey, Mrs. Roseum

Personnel Committee: Mrs. El-Khoury **-Chair**, Mr. Mackey, Mrs. Roseum

Policy Committee: Mr. Buttari **-Chair**, Mrs. El-Khoury, Mr. Monin

On roll call the following vote was cast: Mr. Buttari, "Absent", Mrs. El-Khoury "Yes"; Mr. Foisel "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum "Yes". Motion carried.

FISCAL OFFICER'S REPORT

Public Library Fund Distribution

PLF	2020	2021	% Increase
December	\$181,830.15	\$197,414.76	8.57%
YTD	\$2,051,921.65	\$2,316,910.14	12.91%

MOTION 116-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the November 2021 Fiscal Officer's report:

NOVEMBER LIST OF BILLS PAID:	\$466,420.60
NOVEMBER FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$7,360,197.07	\$5,272,971.43	\$3,257,236.98
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$1.61	\$10,004.03	\$1,031.19
Capital Projects Fund	\$32,043.74	\$1,139,215.93	\$625,175.64
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$29,725.50	\$29,954.07
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$830.67	\$14,407.32
TOTALS	\$7,392,242.42	\$6,452,747.56	\$3,927,805.20
NOVEMBER INVESTMENTS	\$3,246,052.10		

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 117-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the request for the advance of taxes collected.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 118-21

Mrs. El-Khoury moved and Mrs. Petruccio seconded that the Board approve the Guardian Life Insurance with a \$242 increase and VSP Vision Insurance at no increase for two years for the period of 1-1-2022 to 12-31-2023.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 119-21

Mrs. Roseum moved and Mrs. El-Khoury seconded that the Board approve the IRS mileage rate at 58.5 cents per mile for 2022.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

AUTHORIZATION MOTIONS

MOTION 120-21

Mrs. Roseum moved and Mrs. Petruccio seconded that the Fiscal Officer be authorized to transfer funds on the Library’s books from one account to another during 2022 as needed.

On roll call the following vote was cast: Mr. Buttari, "Absent", Mrs. El-Khoury "Yes"; Mr. Foisel "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum "Yes". Motion carried.

MOTION 121-21

Mrs. Petruccio moved and Mrs. El-Khoury seconded that the Board authorize the Fiscal Officer to invest Library funds in 2022 in accordance with the current Library Investment Policy.

On roll call the following vote was cast: Mr. Buttari, "Absent", Mrs. El-Khoury "Yes"; Mr. Foisel "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum "Yes". Motion carried.

MOTION 122-21

Mrs. El-Khoury moved and Mrs. Roseum seconded that the Board approve the following authorization motions:

- The President or Vice-President of the Board, along with either the Fiscal Officer or Assistant Fiscal Officer is authorized to sign checks written against the General Fund.

On roll call the following vote was cast: Mr. Buttari, "Absent", Mrs. El-Khoury "Yes"; Mr. Foisel "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum "Yes". Motion carried.

MOTION 123-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the 2022 Property, Liability, Auto and Directors & Officers and Employment Practices with Berkley/Cincinnati renewal is \$25,383.

On roll call the following vote was cast: Mr. Buttari, "Absent", Mrs. El-Khoury "Yes"; Mr. Foisel "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum "Yes". Motion carried.

COMMITTEE REPORTS

AUDIT (Roseum, Buttari, El-Khoury, Tyler)

did not meet

BUILDINGS (Petruccio, Buttari, Foisel)

Mrs. Petruccio stated that the Committee met on December 13th and discussed the second agreement with GPD Architects for the Eastlake Library renovation. The bidding process will include with a drive-thru and without a drive thru. Also discussed was the Willowick Library air handler.

FINANCE AND PLANNING (Roseum, Mackey, Foisel)

Mrs. Roseum stated that the Committee met prior to this meeting to discuss the 2022 Temporary Budget and the status of funds.

MOTION 124-21

Mrs. Petruccio moved and Mrs. El-Khoury seconded that the Board approve transfers from the General Fund of \$1,900,000 to the Capital Projects Fund, and \$22,500 to the Computer Information Fund.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

MOTION 125-21

Mrs. Roseum moved and Mrs. Petruccio seconded that the Board approve the 2022 Temporary Budget as presented.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

PERSONNEL (Mackey, El-Khoury, Roseum) *did not meet*

MOTION 126-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the Personnel Actions report as presented.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

POLICY (Buttari, Petruccio, El-Khoury)

Mrs. Petruccio stated that the Committee met prior to this meeting to discuss the fines on juvenile cards.

ADMINISTRATION REPORT

RESOLUTION 127-21

Mrs. Petruccio moved and Mrs. El-Khoury seconded that the Board adopt the resolution to approve the 2022 CLEVNET membership contract at a cost of \$165,065.67.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

RESOLUTION 128-21

Mrs. El-Khoury moved and Mrs. Petruccio seconded that the Board approve the resolution for the 2022 Board Meeting Dates and Locations.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

RESOLUTION 129-21

Mrs. Petruccio moved and Mrs. Roseum seconded that the Board approve the 2022 Holiday Closure Schedule for the Library as amended.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

RESOLUTION 130-21

Mrs. El-Khoury moved and Mrs. Roseum seconded that the Board approve the Trane HVAC maintenance contract.

On roll call the following vote was cast: Mr. Buttari, “Absent”, Mrs. El-Khoury “Yes”; Mr. Foisel “Absent”; Mr. Mackey, “Yes”; Mr. Monin, “Yes”; Mrs. Petruccio, “Yes”; Mrs. Roseum “Yes”. Motion carried.

Director’s Report/Rick Werner

Eastlake Library Renovation

With the approval of the second agreement with GPD on December 13, 2021, Jason Nolde and his colleagues are able to begin the collection of and creation of the documentation that will be used to obtain the necessary approvals and permits from the City of Eastlake and Lake County.

The process will start with getting on the agenda of the City of Eastlake’s Planning Commission and Architectural Review Board in January. This was not a step that we had to go through during the Willowick and Willoughby renovations because we were not altering the exterior of those two buildings. Jason, Tom Johnson, and I are meeting with Dave Menn, the City of Eastlake’s Chief Building Official, on December 16th in order to start the process of getting the necessary City approvals.

As we work through the approval process in January, we will plan the public engagement outreach: an in-person event at the Eastlake Library to get input on the design from Library patrons and Eastlake residents. We are also planning to ask to make a presentation at a City of Eastlake City Council meeting. We have already informally shared the draft design with Mayor Morley.

The timeline is designed to prepare us for asking the Board in February for approval of the bidding documents. If we keep to this timeline, we should have bids in by early March so that the Board can consider a general contractor recommendation at the March Board meeting.

COVID Test Distribution

Along with public libraries across the State of Ohio, WEPL continues to distribute COVID tests as they are shipped to us from the Ohio Department of Health. The tests (which we limit to two per patron per visit) fly off the shelves.

ODH has advised public libraries that the current tests (which are proctored) will soon be replaced by what they call over-the-counter tests (which are not proctored). ODH expects that the transition to the new tests will happen in early 2022. In the meantime, we will continue to distribute the proctored tests as get them from ODH.

In order to try to be helpful to people seeking tests, all the Lake County public libraries stay in close touch so information about which libraries have tests in stock can be shared across the library systems.

[Three-Year HVAC Service Agreement](#)

At the December Board meeting, we will be asking the Board to consider and approve a three-year agreement with Trane for the service of the HVAC systems at the three library buildings that we own: Eastlake, Willowick, and Willoughby. The annual cost for the service agreement starts at \$15,200 in 2022 and rises to \$16,130 in the third year of the agreement in 2024. For comparison purposes, the last time that we had a service contract in place in 2019, the annual cost was \$8,739.

While we normally seek three quotes for multi-year service agreements like this, we are recommending that we use Trane for two primary reasons: (1) a large portion of the major HVAC equipment in our three buildings is manufactured by Trane and has been installed by Trane technicians and (2) our very positive experience in working with Trane over the years.

Our confidence in working with Trane was heightened with recent experience at the Willoughby Hills Library. When the HVAC system at the Willoughby Hills Community Center was experiencing problems which negatively affected the Willoughby Hills Library, Tom Johnson and I recommended that the City of Willoughby Hills engage Trane to service the system. The City has been using Trane since then for their service contract and the HVAC issues have not reoccurred.

Deputy Director's Report/Eric Linderman [Hiring](#)

Human Resources Coordinator

I am excited to report that we have hired Doug Friedt as our next Human Resources Coordinator. As a retired senior HR manager, his qualifications are very impressive, and so we are now presented with the opportunity to utilize his expertise to further develop the position.

Doug will start working for us at 24-hours per week starting in mid-January. Initially, Vicki and I plan to divide his time between the two of us to better coordinate the functions of payroll and benefits with those of hiring and personnel management.

Previously, Doug worked in senior human resources management at companies including ECKHART America Corporation, Novolyte Technologies, and Rockwell Automation, as well as other consulting and college teaching work in the HR management field.

Doug's main motivation for joining us is his love for the Willoughby-Eastlake Public Library, and the opportunity to apply his skills toward the success of our organization.

Public Services Support

Recently, Anthony Benedictis was promoted from the Public Services Support (floater) job to Children's Associate at the Willoughby Library; so, we have since posted the vacancy and have hired Tracey Fowler.

Tracey has a professional background in social work and has also worked as a pharmacy technician and a substitute librarian/teacher in a public school system. She has recently moved back to this area from North Carolina, and I am very happy to welcome her to WEPL.

Communications & Development Report/Michelle Hudson

- o A complete list of monthly programs and events was forwarded to Lake Community News (Eastlake Gazette, Willoughby Times, Willowick Courier), Today's Family, County Kids, Northeast Ohio Parent and Northeast Ohio Boomers for inclusion in their upcoming issues.
- o Individualized press releases were sent to The News-Herald promoting the Insurance Marketplace and Project DAWN programs.
- o Willoughby-Eastlake Public Library, Project DAWN holding Narcan training – News-Herald
- o Willoughby Public Library hosts program on Health Insurance Marketplace – News-Herald
- o The W-E Library Boosters have approved funding for the following programs:
 - o Willowick Library's Signature Event – March 17, 2022
 - o Wine with Wanda – March 24, 2022
- o Library will once again sponsor Spirit Media's commercial free Christmas music program, which will air on 101.5 FM & 1330 AM. Four segment promo will air on Christmas Eve.
- o Potential partnerships for 2022 include Fine Arts Association and an expanded collaboration/sponsorship with Lake County Captains.
- o Winter program guide has been completed and will be available to the public the week of December 20. The new guide will cover programs and events taking place January-April 2022

Children's Services Report/Sarah Vargo

Eastlake Children's Librarian, Sam Nicholson presented at the OLC Convention and Expo in October about her experiences learning about Indigenous people and applying her knowledge to better Eastlake's collection and programming. Because of the presentation, she was asked by several Ohio libraries to help them work with their staff on improving their collections!

Sarah Vargo continues to work with the Willoughby-Eastlake schools on the Library Card program. Currently, the schools are working on the details of adding the opt out form to their digital annual updates. Sarah is working on organizing and creating video introductions and trainings for our virtual services that will appeal to students and staff at the schools.

Sarah Vargo, Sarah Silbaugh, Julie Vickers and Sam Nicholson received training from the State Library of Ohio in conjunction with The Franklin Institute. The library will receive a kit of materials worth \$500 to present 3 Leap into Science programs this spring as part of the grant program. We are excited to provide these fun, educational events to our community and are hopeful that we may be able to participate in additional training.

Network Systems Administrator Report/Biagio Di Cioccio

- o We have begun to plan to get the cabling more aesthetically pleasing at each workstation. We also need to do some house cleaning, in our office.
- o I am working with CLEVNET to solve some issues we have been having with some persistent issues on staff and public computers.
- o We are still working on updating catalog machines to Windows 10 as well.

Willoughby Hills Library Branch Report/Holly Ferkol

We have a new Circulation staff member, Vivian Grayson, who started in November. She worked for 32 years at

Cleveland Public Library in the Circulation and Technical Services department.

We have been busy giving out COVID tests and the Lake County Health District has had many COVID booster clinics in the Willoughby Hills Community Center.

There were several successful programs in November and December. Murder at the Hills book discussion group had 8 patrons attending the event and the Historic Route 6 program had 11 people in attendance. We had a Tarot Card Basics program with 10 people in attendance and a Sew a Holiday Pot Holder class with 4 people in

attendance. Our sewing programs are well attended because there are very few opportunities for people to learn how to sew and stores that have sewing classes often have an expensive fee.

Our building now has 2 panic buttons that have been installed this month. Our lights above the Reference desk were replaced which is quite an undertaking since the lights are built into the ceiling and require scaffolding to be used to replace the lights.

Willowick Library Branch Report/Kathleen Jozwiak

- The local history series “Take A Step Back in Time” was well-received.
- AARP will be using the meeting rooms on Wednesday evenings and Friday days to assist with tax preparation. They wished to add an extra day since Eastlake will be unavailable due to the renovation.
- ESOL classes continue to meet.
- Bryn and Kathleen are doing a yearlong series of programs on survival: “Surviving the Zombie Apocalypse 101”. It is for teens and adults. See the program guide for the first four monthly programs January-April: *self-defense, shelter, foraging, and clean water*.
- The committee is working on the next signature event, still sticking with the theme of “Fantasy, Folklore, Fiction Fest”. If there is not a good response in 2022, we will change the theme for 2023. Author James Renner's talk on “Ohio Cryptids” and Marc Werther's “Bigfoot” talk will be our star presentations.
- More people are now seeking passports and staff readily accept the applications.
- We hosted an assistant managers' meeting.
- Sarah Silbaugh, along with Sarah Vargo, will be hosting a Noon Year's Even program via Zoom.

OLD BUSINESS

Mrs. Petruccio reminded everyone that the 2021 Board Award nominations are due by the end of January. A discussion took place regarding moving the deadline to February. Mr. Werner added that the Staff Development Day will be held in October, it's still not sure if it will be in person or via Zoom. The Board Award may be presented at a Board meeting and the other awards be presented at the branch staff meetings earlier in the year.

NEW BUSINESS

no new business

NEXT MEETING, Monday, January 24, 2022 (**4th Monday**), 6:00 p.m., WEPL Administrative Offices

MOTION 131-21

Mrs. Petruccio moved and Mrs. El-Khoury seconded that the Board adjourn into executive session to discuss the ongoing Collective Bargaining Agreement negotiations and the evaluations of the Director and Fiscal Officer at 7:07 p.m.

On roll call the following vote was cast: Mr. Buttari, "Absent", Mrs. El-Khoury "Yes"; Mr. Foisel "Absent"; Mr. Mackey, "Yes"; Mr. Monin, "Yes"; Mrs. Petruccio, "Yes"; Mrs. Roseum "Yes". Motion carried.

The board returned from executive session at 8:34 p.m.

ADJOURNMENT

MOTION 132-21

Mrs. Petruccio moved and Mrs. El-Khoury seconded that the Board adjourn at 8:34 p.m.

On roll call the following vote was cast: All "Ayes." Motion carried.

Respectfully submitted,

Board President

Secretary